

[REDACTED]

**NOTEWORTHY ACCOMPLISHMENTS AND ACTIVITIES OF THE
OFFICE OF SECURITY DURING FISCAL YEAR 1963**

1. Furnished CIA representation on the security teams of the State-Defense Military Information Control Committee which conducted surveys

[REDACTED]

25X1A13b

2. Coordinated the Agency's participation in the inter-Agency production of a revised National Disclosure Policy governing the release by the U. S. of classified military information to foreign governments.

3. Contributed substantially to the report by the Security Committee to USIB recommending specific procedures for the control of foreign travel to denied areas ^{of individuals} having access to categories of sensitive intelligence. This report was approved by USIB and will be implemented throughout the intelligence community.

4. Revised the Security Appendix to the CIA Global War Plan for Clandestine Operations to give Senior Security Officers assigned to major Office of Security wartime commands sufficient security authority as required to support such commands during general and limited wars.

5. Completed staff work and prepared a memorandum for the signature of the DCI in connection with recommendations made by the President's Foreign Intelligence Advisory Board concerning leaks within the community.

6. In connection with the formulation of the National Communications System (NCS), representatives of the Office participated in a working group comprised of senior officials of CIA, State, and Defense. Uniform security standards were developed for the Communication Centers within the NCS. Dispatches containing policy guidance were forwarded to Agency Area Security Officers overseas.

7. Staff work was completed in disseminating within the intelligence community the content of the USIB Policy Statement on Counterintelligence and Security Responsibilities. In addition, the requirements were levied also on various parts of the Office and the Agency in connection with the implementation of this policy decision.

25X1A2g

8. Reviewed CIA plans for [REDACTED] games and furnished security advice and assistance [REDACTED] and 25X1A8 EE Division on the protection of CIA assets during this exercise.

9. Assisted in the emergency requirements arising from the Cuban crisis. Prepared and forwarded to the Executive Director a critique on the week of the Cuban crisis setting forth the reactions of this Office and its recommendations to problems of Agency-wide import as well as internal Office significance.

10. Reorganized the CIA Emergency Security Patrol in order to provide more flexibility of action and smoother command channels.

25X1A 11. Prepared Headquarters [REDACTED] on subject of Compartmentation and Loose Talk at the request of the Executive Director.

12. Prepared and submitted to [REDACTED] the security objections to 25X1A8 this Office to a Joint Chief of Staff memorandum establishing a system within the military for monitoring by the Joint Chiefs CIA clandestine activities throughout the world requiring military support.

13. Reviewed and redefined the mission, functions, operating procedures of the O/DCI Security Staff. This matter was coordinated with the Deputy Director (Support) and the Executive Officer.

14. Furnished guidance to the Office of the Comptroller relative to the use of minimum logs necessary to record advance accounts and be within security standards prescribed by EO 10501.

15. Approved a new procedure instituted by DDP providing for a combined form to be used as a courier receipt and for security accountability purposes which will speed operations in the handling of mail and meet security accountability requirements.

16. Attended a meeting at the Department of the Army to establish [REDACTED]

25X1A13 [REDACTED]

17. Approved in coordination with the General Counsel a change in the "Secrecy Agreement" for staff employees emphasizing it is Agency policy to refuse approval for publication of or participation in publication

of any information or material relating to the Agency, its activities or intelligence generally, either during or after employment by the Agency.

18. Completed security survey actions and made appropriate recommendations to improve security [REDACTED] 25X1C4a

25X1C4a [REDACTED]

25X1A 19. Submitted security recommendations to DD/P concerning the installation and maintenance of the [REDACTED] and to RID/DDP concerning security operations in Headquarters. The majority of these recommendations were approved.

20. Working with the Office of Computer Services, established automated data processing systems for the Special Clearance Center and for overt case processing.

21. Based on a staff study by the OCS/OS Study Team and a demonstration, concurred with the Office of Computer Services to initiate action for the eventual conversion of the Office of Security indices to machine language.

22. Improved office records, management procedures, forms design accomplished as result of an assigned full time Records Management Officer in FY 1962.

23. Approved from a security standpoint a book dispatch setting forth implementing procedures for the acquisition, maintenance, storage and destruction of firearms overseas.

24. Prepared Headquarters Regulation [REDACTED] which sets forth appropriate provisions of DCID 1/7, approved by USIB relating to control markings for implementation within CIA. 25X1A

25. Conducted a survey because of concern with the technical penetration threat posed by privately owned property surrounding the Headquarters Building which could be used for high rise apartments.

26. Revised regulation on Marriage of Employees to obtain additional information on intended spouse in the event an employee remained employed following marriage to an alien and transferred the regulation to the [REDACTED] 25X1A

27. Completed basic personnel and physical security policy paper for the programs of the NRO.

28. Completed coordination with DIA regarding procedures to establish an interdepartmental billet structure for clearances under the [REDACTED] 25X1A2g system.

29. Placed two security officers in the [REDACTED]

25X1A

25X1A

30. Completed, coordinated and published the basic security policy [REDACTED] 25X1A2g paper,

31. Published staff studies regarding cover stories versus the total security approach regarding the political climate in the international [REDACTED] 5X1C4e

32. Provided for the assignment of Office of Security representatives to assist the White House Detail of the U. S. Secret Service on the occasion of President Kennedy's visits to [REDACTED] 25X1A6a

5X1A6a

33. Rendered extensive security support in connection with the re-[REDACTED] 25X9A5

25X9A5

34. Rendered support to the Office of Training by participating in 26 physical surveillance exercises. Conducted seven positive audio surveillances requiring a total of 8,116 man-hours.

25X1X7

36. Established new resident agencies to handle more efficiently the greatly increased investigative requirements in areas of concentrated [REDACTED] 25X1X7

activity distant from field offices.

37. Continued to emphasize the Security Files Retirement Program wherein to date 44,466 files have been sent to the Records Center for retention.

25X1A

38. Participated with [REDACTED] and others in the establishment of an overall common personality numbering system covering persons of interest to each office.

39. Published an article in the Support Bulletin covering the immense investigative, recruitment and counterintelligence potential of the Foreign Address and Occupation Index of the Immigration and Naturalization Service.

25X1A12

[REDACTED]

25X1C4e

[REDACTED]

42. Assisted in obtaining Certificates of Citizenship for [REDACTED] 25X9 of children born to Agency employees while stationed abroad. This activity is a follow up to an article published in June 1962 issue of the Support Bulletin.

25X1A12

[REDACTED]

25X1A12

[REDACTED]

46. Conducted technical inspections prior to and during hearings before 13 Congressional committees and three meetings of the President's Board of Foreign Consultants at Princeton, N. J.

47. Installed security modifications and tested 11 flexowriters for use overseas and 13 flexowriters for domestic use. Installed one shielded enclosure in [REDACTED] to house flexowriters.

48. Conducted special technical inspections in support of the DDP

[REDACTED] 25X1C

25X1C [REDACTED]

25X1C [REDACTED]

[REDACTED]

25X1X7

52. Provided Agency representation on the NSC Special Committee on Technical Surveillance Countermeasures and the Technical Subcommittee of the parent committee. Also, represented the Agency on matters related to the technical security of business machines on the USCSB Special Committee on Compromising Emanations and its technical subcommittee.

25X1C [REDACTED]

25X1C [REDACTED]

54. Briefed 1, 368 employees on the threat of hostile audio surveillance.

55. Conducted physical security surveys of [REDACTED] stations.

25X9

56. Provided guidance and control on the physical move of NPIC from Steuart Building to [REDACTED]

25X1A

25X1A2g 57. Conducted investigations on the temporary loss of classified material to [REDACTED] the unauthorized possession of CIA material by a former employee, and the loss of classified material placed inadvertently

in the U. S. mails.

58. Examined APO pouching facilities in the WE and EE Areas.

25X1A

60. Developed military guard requirements for CIA installations in the metropolitan area in time of war for transmittal to DOD.

6. Rendered support to the installation of the computer center in the Headquarters Building, SR Division during the Moscow spy trials, and to the panel meetings of the DDI attended by Llewellyn Thompson, W. Averell Harriman, General Goodpaster and others.

62. Arranged for the installation of resuscitators, gas masks and emergency lanterns at strategic points within Headquarters Building.

63. Initiated the Integration of Information Influencing Personnel Action Program to furnish significant personnel information to the Director of Personnel for inclusion in the official personnel folder of Agency employees.

25X1A

66. Twenty-three suggestions under the Suggestions Awards Program were received of which ten were adopted and a total of \$500 was awarded to office employees.

67. Arranged a series of security briefings for the Director of the

25X1X7

68. Conducted briefings under the Security Indoctrination Program new employees.

25X9

25X1A 69. Security careerists were assigned to other offices and components
of the Agency [REDACTED] overseas as follows:

25X9 a. [REDACTED] Security Officers and [REDACTED] stenographers assigned 25X9
to and comprising the security staffs of the various offices
at Headquarters and other Agency installations [REDACTED]
[REDACTED]

25X1A 25X9 b. [REDACTED] stenographers assigned
to DD/P and other components and comprise the security
staffs serving at [REDACTED] overseas stations and installations in
the EE, WE, NE, and FE areas.

25X9 70. The following changes in senior personnel occurred during the
Fiscal Year 1963:

a. Col. Sheffield Edwards, Director of Security,
retired and was succeeded by Robert L. Bannerman,
the Deputy Director of Security. At a ceremony in the
auditorium before Mr. Allen Dulles, Agency officials and
employees, the DCI presented to Col. Edwards the
Distinguished Intelligence Medal.

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